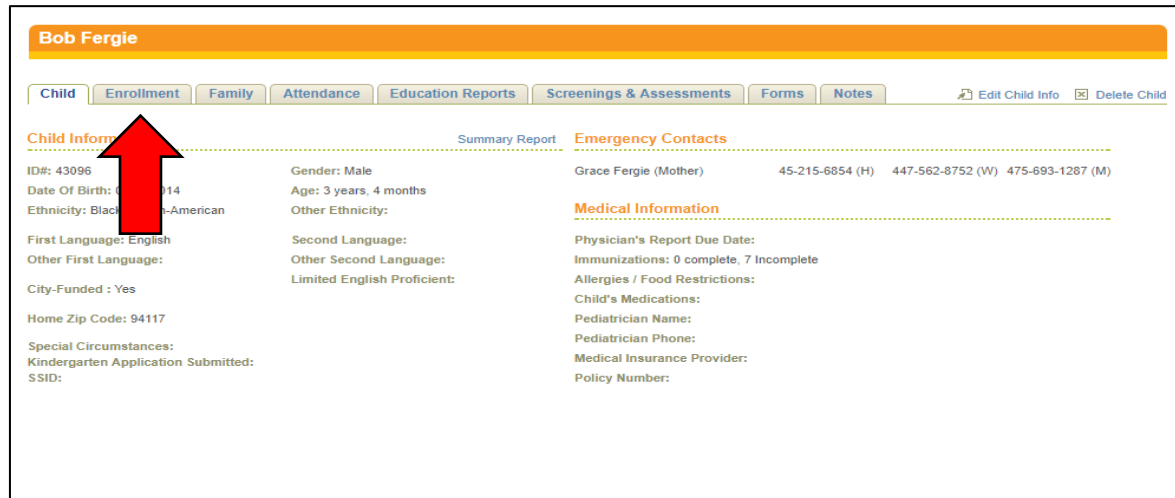


## Exiting Children in Cocoa (Cocoa 儿童退出情况)

When a child leaves an agency, the child must be exited in Cocoa. This important step indicates that the child is no longer enrolled at the agency and ensures the ELS payment is accurate. To exit a child:

1. Find the child's Information page and select the Enrollment tab.(找出儿童资料的页面, 选择“入学”选项)



**Bob Fergie**

Child Enrollment Family Attendance Education Reports Screenings & Assessments Forms Notes Edit Child Info Delete Child

**Child Information** Summary Report Emergency Contacts

ID#: 43096 Gender: Male  
Date Of Birth: 08/02/2014 Age: 3 years, 4 months  
Ethnicity: Black American Other Ethnicity:  
First Language: English Second Language:  
Other First Language: Other Second Language:  
City-Funded: Yes Limited English Proficient:  
Home Zip Code: 94117  
Special Circumstances:  
Kindergarten Application Submitted:  
SSID:

Grace Fergie (Mother) 45-215-6854 (H) 447-562-8752 (W) 475-693-1287 (M)

**Medical Information**

Physician's Report Due Date:  
Immunizations: 0 complete, 7 Incomplete  
Allergies / Food Restrictions:  
Child's Medications:  
Pediatrician Name:  
Pediatrician Phone:  
Medical Insurance Provider:  
Policy Number:

2. On the Enrollment tab, select Exit Session under the child's Current Enrollment. (在“入学”选项和儿童的“当前入学”下选择“退出”)



Child Enrollment Family Attendance Education Reports Screenings & Assessments

Add to New Waitlist Additional Enrollment Additional Title 5 Enrollment

**Current Waitlist Status**

Note: These non-required Enrollment Forms have not been marked Completed: Transfer Up Form, Application Forms, Important Medical Form, Photo Release, PGandE Bill, Comcast Bill, and Photo Consent Form

**Current Enrollment**

Exit Session Exit & Copy to New Enrollment Edit Enrollment Delete Enrollment

Start Date: 08/02/2017 End Date: 07/31/2018  
School Start Time: 08:00 AM School End Time: 05:00 PM  
Vacation Start Time: Vacation End Time:

Session: MICASITA Infant/Toddler Full Day Site: YOLANDA'S CARE  
Funding Source(s): ELS City (Reserved) - Center  
ELS Time Period: Full Time  
Adjustment Factor(s) : Limited and Non-English Proficient and At Risk of Abuse or Neglect  
Days of attendance: M|T|W|Th|F  
Adjustment Hours Per Day: Full Time

有問題嗎？請聯絡兒童委員會的協助桌，電話 415.343.4669 或電郵

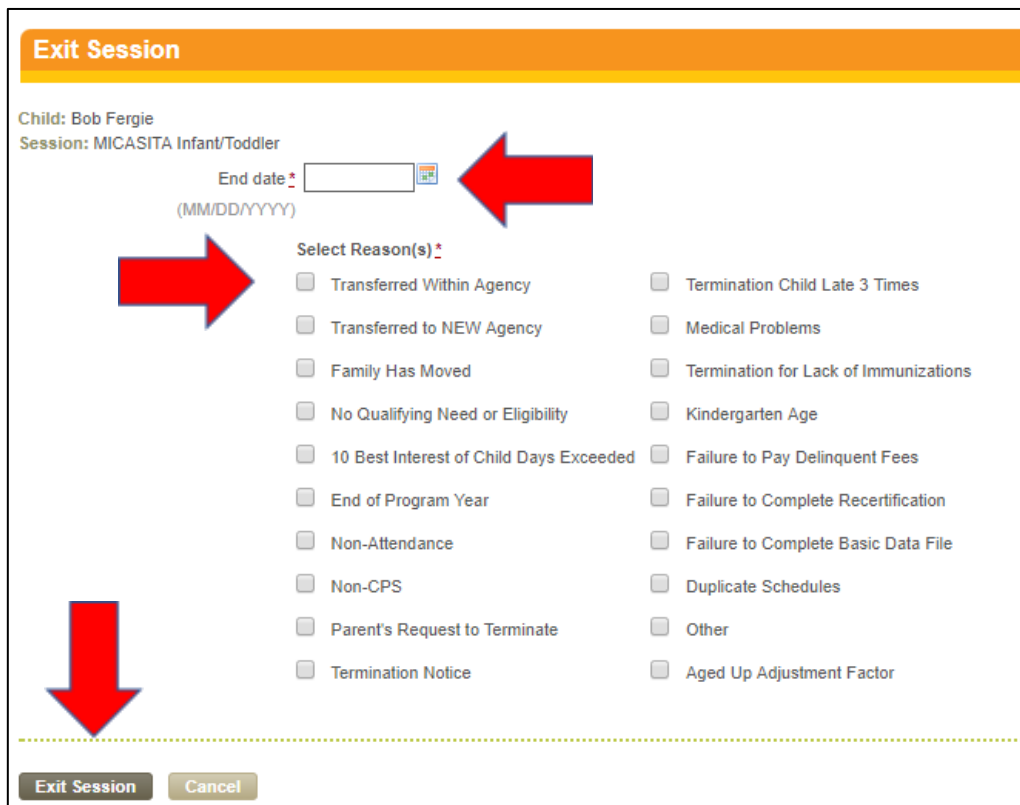
[support@childrenscouncil.org](mailto:support@childrenscouncil.org)

## Cocoa 儿童退出情况(继续)

3. Enter End date. The date is the last day of the child's enrollment. (然后输入结束日期, 日期是儿童入学后的最后一天)



Select a Reason for the child's exit. Multiple reasons may be selected. (选择儿童退出的原因, 可以从中选择某一原因)

Select Exit Session. (然后选择退出)




**Exit Session**

Child: Bob Fergie  
Session: MICASITA Infant/Toddler

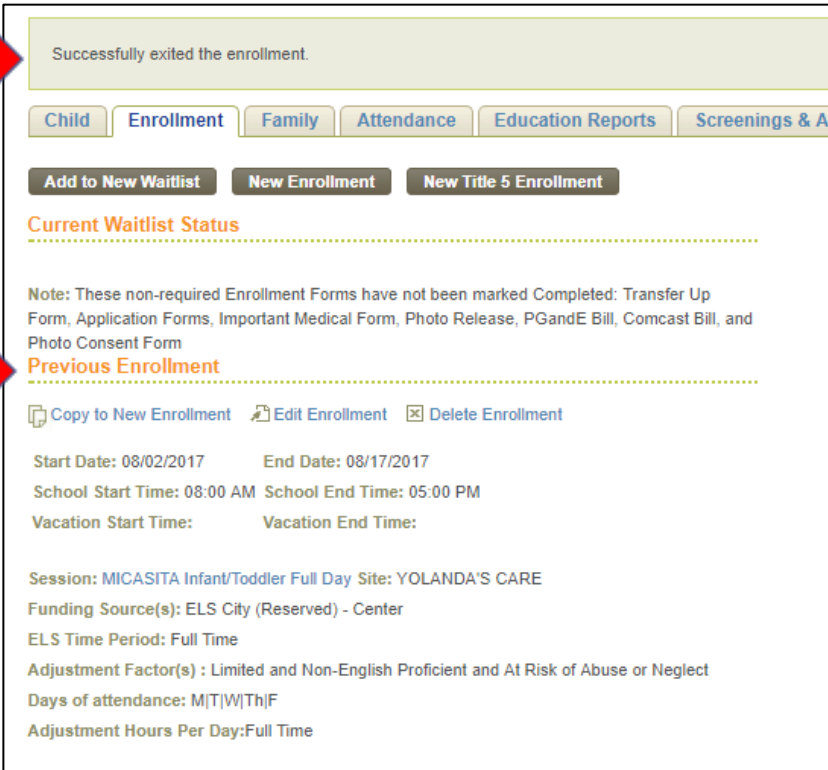
End date \*     
(MM/DD/YYYY)

Select Reason(s) \*

<input type="checkbox"/> Transferred Within Agency	<input type="checkbox"/> Termination Child Late 3 Times
<input type="checkbox"/> Transferred to NEW Agency	<input type="checkbox"/> Medical Problems
<input type="checkbox"/> Family Has Moved	<input type="checkbox"/> Termination for Lack of Immunizations
<input type="checkbox"/> No Qualifying Need or Eligibility	<input type="checkbox"/> Kindergarten Age
<input type="checkbox"/> 10 Best Interest of Child Days Exceeded	<input type="checkbox"/> Failure to Pay Delinquent Fees
<input type="checkbox"/> End of Program Year	<input type="checkbox"/> Failure to Complete Recertification
<input type="checkbox"/> Non-Attendance	<input type="checkbox"/> Failure to Complete Basic Data File
<input type="checkbox"/> Non-CPS	<input type="checkbox"/> Duplicate Schedules
<input type="checkbox"/> Parent's Request to Terminate	<input type="checkbox"/> Other
<input type="checkbox"/> Termination Notice	<input type="checkbox"/> Aged Up Adjustment Factor



4. The Enrollment page will say, “Successfully exited the enrollment” and the enrollment will now be listed as Previous Enrollment. (入学页面将会显示 “成功退出注册”, 入学现在将被列为以前的注册)



Successfully exited the enrollment.

[Child](#) [Enrollment](#) [Family](#) [Attendance](#) [Education Reports](#) [Screenings & As](#)

[Add to New Waitlist](#) [New Enrollment](#) [New Title 5 Enrollment](#)

**Current Waitlist Status**

Note: These non-required Enrollment Forms have not been marked Completed: Transfer Up Form, Application Forms, Important Medical Form, Photo Release, PGandE Bill, Comcast Bill, and Photo Consent Form

**Previous Enrollment**

[Copy to New Enrollment](#) [Edit Enrollment](#) [Delete Enrollment](#)

Start Date: 08/02/2017      End Date: 08/17/2017  
School Start Time: 08:00 AM      School End Time: 05:00 PM  
Vacation Start Time:      Vacation End Time:

Session: MICASITA Infant/Toddler Full Day Site: YOLANDA'S CARE  
Funding Source(s): ELS City (Reserved) - Center  
ELS Time Period: Full Time  
Adjustment Factor(s) : Limited and Non-English Proficient and At Risk of Abuse or Neglect  
Days of attendance: M|T|W|Th|F  
Adjustment Hours Per Day: Full Time